

Ontario Montclair School District
Vista Grande Elementary School
School Site Council and English Language Advisory Council
Bylaws

ARTICLE 1

Name of Council

- 1.1.1 This council will be deemed the Vista Grande Site Council.

ARTICLE II

Purpose

The purpose of this council is to:

- 2.1.1 Be responsible for the development, monitoring, evaluation of the school plan, and the submission of a recommended plan annually to designated District personnel.
- 2.1.2 Be responsible to review with the school staff the implementation of the school improvement plan, and strategic plan. To assess periodically the effectiveness of the program.
- 2.1.3 Annually review the school improvement plan, and strategic plan. Establish school improvement budget and to make, as needed any modifications in the plan to reflect changing needs and priorities of the school.

ARTICLE III

Membership

Section 1 - Composition of the Site Council

- 3.1.1 The site council shall be composed of the principal, representatives of certificated staff, and community.
- 3.1.2 Representatives shall be elected as follows: certificated staff by peers, community representatives by parents and classified staff by peers.
- 3.1.3 There shall be equal representation by school staff and community members. The principal shall be one representative of the school staff members.
- 3.1.4 The officers shall consist of Chair, Vice-Chair, Secretary, DAC /DELAC Representative and Bilingual Advisory Council Liaison and any other as the council deem necessary.

- 3.1.5 Site council members representing the community shall not be employees of the school.

Section 2 Size of the Council

- 3.2.1 The voting membership to the council shall not exceed sixteen, and the minimum shall be eight.

Section 3 Terms of the Membership

- 3.3.1 Members shall serve for one year. Elected members may serve for more than two consecutive terms. Alternate member may be elected to serve in the absence of a member. No alternate member shall serve as Chair or Vice-Chair at any meeting.

Section 4 Voting Rights

- 3.4.1 Each elected member shall have one vote that may be cast on each matter submitted to a vote by council. An alternate member may vote in the absence of an elected representative. Absentee ballots shall not be permitted.

Section 5 Termination of Membership

- 3.5.1 Resignation by member shall be made in written form to the Chair
- 3.5.2 A member shall no longer serve should that member no longer meet the membership requirements of the council.
- 3.5.3 Absence from three consecutive regular meetings may terminate for any member membership of the site council. The council, by affirmative vote of two thirds of members present at a regularly scheduled meeting, may suspend or remove a member of the council.

Section 6 Transfer of Membership

- 3.6.1 Membership in the school site Council is not transferable or assignable.

Section 7 Vacancy

- 3.7.1 A membership of the School Site Council shall be filled for the remainder of the school year by appointment by the Chair with approval of the Council. (two-thirds vote of members)

ARTICLE IV

Officers and Terms of Membership

Section 1 Election and Terms of Office

- 4.1.1 The officers of the School Site Council shall be elected for a **year term (2007-2008)**. Nominations shall take place at the end of the year term (2008) for the following school year (2008-2009)

Section 2 Removal from Office

- 4.2.1 Any officer may be removed by a two thirds vote of all members sitting on the council

Section 3 Vacancy

- 4.3.1 A vacancy in any office shall be filled by a vote of a majority of Site Council member at a regularly scheduled meeting. The Officer so elected shall serve for the remainder of the term.

Section 4 Chair

- 4.4.1 The Chair shall preside at all meetings of the School Site Council. In Addition, the Chair shall perform all duties incident to the office and such other duties as may be assigned by the council.

Section 5 Vice- Chair

- 4.5.1 The duties of the Vice-Chair shall be to represent the Chair in assigned duties and to serve as acting Chair in the absence of the

Chair. The Vice-Chair shall perform such duties as may be assigned by the council

Section 6 Secretary

- 4.6.1 The Secretary shall keep the minutes of all School Site Council meetings.
- 4.6.2 The Secretary shall transmit to each of the members, and to such other persons as the School Site Council may designate, copies of the minutes of the Site Council meeting.

ARTICLE V

Section 1 Standing and Special Committees

- 5.1.1 The School Site Council may establish as needed such standing or special committees as it may desire. No standing special committee may exercise the authority of the School Site Council. Service of such committees may be terminated by a majority vote of the School Site Council.

Section 2 Membership

- 5.2.1 The Chair of the School Site Council shall appoint members to the various committees with the approval of the Council.

Section 3 Terms of Office

- 5.3.1 Each committee member shall serve for that term of office or until the duties of the committee are completed.

Section 4 Rules

- 5.4.1 Each committee may adopt rules for its own governance inconsistent with these bylaws and or with rules adopted by the School Site Council.

Section 5 Quorum

- 5.5.1 A majority of the members present at a scheduled meeting shall constitute a quorum. (1 more than half of the total number of site council members)

Section 6 Vacancy

- 5.6.1 A vacancy in the membership of any committee may be filled by an appointment of the Chair and the approval of the Site Council.

ARTICLE VI

Meeting of the School Site Council

Section 1 Regular Meetings

- 6.1.1 The School Site Council shall meet regularly. At least five regular meetings shall be held each school year.

Section 2 Special meetings

- 6.2.1 Special meetings may be called by the Chair or by the majority vote of the School Site Council.

Section 3 Place of Meetings

- 6.3.1 The School Site Council shall hold its regular meetings and its special meetings in a facility provided by the school and accessible to all members of the public.

Section 4 Notice of Meetings

- 6.4.1 Public notice shall be given of regular meetings at least seventy-two hours in advance of the meeting. Any changes in the established date, time, or location must be given at least seventy-two hours in advance of the meeting. All special meetings shall be publicized. Any required notice shall be in writing, shall state the time and location of the meeting and shall be delivered with

personally or by mail to each member not less than seventy-two hours prior to the date of the meeting.

Section 5 Decisions of the School Site Council

- 6.5.1 All decisions of the School Site Council shall be made by an affirmative vote of a quorum of its membership in a regular or special meeting of the Council.

Section 6 Quorum

- 6.6.1 A quorum shall consist of 6 elected members, based on maximum of 10 site council members.

Section 7 Meetings open to the Public

- 6.7.1 All regular and special meetings of the School Site Council and of its standing or special committees shall be open to the public.

ARTICLE VII

Complaint and Suggestion Procedure

The Vista Grande School Site Council members may file complaints or make suggestion pertaining to School Site Council. The procedure will follow these steps:

- 7.1.0 The complaint shall be received and noted by the Chair. If the complaint is presented orally, a written copy shall be furnished to the chair.
- 7.1.2 Efforts shall be made to resolve the complaint through the School Site Council at a regular or special meeting.
- 7.1.3 If the complaint cannot be resolved within the School Site Council, the Chair shall contact the principal for resolution.
- 7.1.4 Nothing in the above procedures precludes individuals, parents, or the community members from presenting complaints or making suggestion regarding any school business. The procedures are as follows:
- 7.1.4.1 First contact the child's teacher(s). Every effort should be made to resolve the complaint/suggestion at this level

- 7.1.4.2 If no resolution is possible at this level and further consultation is requested, the complaint/suggestion shall be referred to the principal.
- 7.1.4.3 The complaint/suggestion cannot be resolved at the school level, it shall be referred to the Coordinator-Compensatory Education at the Support Services Department.
- 7.1.4.4 If no resolution occurs, the complaint/suggestion shall be forwarded to the Superintendent of Schools or his/her designee.

ARTICLE VIII

Bilingual Committee - Vista Grande Elementary School's E.L.A.C

Section 1 Establishment

- 8.1.1 A Bilingual committee shall be established by the School Site Council.

Section 2 Membership

- 8.2.1 Membership of this committee will be community members and staff members. The Chair, with approval of the Council may appoint up to two (2) members of this committee who may be members the School Site Council.

Section 3 Purpose

- 8.3.1 The committee will monitor the Bilingual Components of the school plan and shall advise the council of Bilingual needs of the school.

Amendments IX

Amendments

- 9.1.1 These bylaws may be amended at any time by a two-thirds affirmative vote of the members of the School Site Council with the recommendation of a Bylaws Study committee. Any proposed amendments must be submitted at a scheduled meeting. Action, or proposed amendments shall be turned in at the next scheduled meeting of the School Site Council. Any amendments must conform with legal guidelines and District policy.

The school site council reviewed Vista Grande Elementary Bylaws, and believes that the contents of the bylaws meet with district governing board policies.

These bylaws were adopted by the school site council on:

Attested:

Principal,

Signature

date

SSC Chairperson

Signature

date